Arrivals and Departures Policy - Redlands

TJ's Club (Hampshire) Ltd recognises that the safe arrival and departure of the children in our care is paramount. Primarily, we use the fire exit door in to the hall as our route into and out of the club to ensure minimum disruption to school staff as they are working.

Club staff will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded on our online register via the use of a laptop which is out at every session. In addition, we conduct regular headcounts during the session.

Escorting children to class at the end of Breakfast Club

- At approximately 8.40am, children will be dismissed as follows;
    - Year R children - One member of staff will escort the children to wait in the designated area for reception parents outside classes 1 and 2. The children will be seen into their classrooms.
    - Key Stage 1 children and Key Stage 2 children – whilst the arrival time in school is fluid ie between 8.40 and 8.55am, children will be released from club in year groups to make their own way to their classrooms.
- Once the children are in their classroom they are considered to be entrusted into the school's care.

Escorting children from class at the end of school to After School Club

- From 3.05pm staff members will be in the school hall (or ICT suite on occasions);
    - School staff will deliver Year R children from their classrooms and bring them to the school hall or ICT suite,
    - Key Stage 1 children will be dropped off into the hall or ICT suite as the class makes their way out to the playground, and
    - Key Stage 2 children will be expected to make their own way promptly to the hall or ICT suite from their classroom.
- If a child is booked into the Club but does not arrive, we will check with school staff if the child was present at school that day. If the whereabouts of the child is not known, TJ's staff will immediately inform school office staff and the child's parents or carers, and follow the procedures laid out in the **Missing Child** policy.

Arrivals

- Our staff will greet each child warmly on their arrival at the Club and will ensure they are signed in on the laptop using our online register.

Departures

- Staff will sign children out on our online register on the laptop.
- Children can only be collected by an adult who has been authorised to collect them on their registration details, or verbally or via email for occasional collections
- With consent on the child's registration details, we will allow older children to walk home on their own leaving Club at a time agreed with their parents. Where possible, we would like parents to inform us by text when their child has arrived home safely.
- The child's parents or carers must inform the Club in advance if someone who is not listed in the registration information is to collect the child. Club staff will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.

Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If there is no explanation for the absence the Club will activate the **Missing Child** procedure.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

This policy was adopted by: TJ's Club (Hampshire) Ltd	Date: September 2023
Signed: J Little	To be reviewed: September 2024

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.1, 3.55-3.56]; and Information and records [3.69-3.7], child protection (3.4)*